

**STATEMENT OF COMMITMENT – STANDARD SETTING**

[Report of CPM-2 (2007), Appendix 11; updated by IPPC Secretariat 2012-11 with guidance from CPM-7 (2012); updated by the IPPC Secretariat 2015-09¹]

Each nominee is requested to read the information listed and referenced in Appendix 1 for the relevant body, complete and sign this statement of commitment and submit it at the same time as the nomination and CV.

1. IPPC body (Standards Committee, Technical Panel, Expert Working Group etc.):

Expected meeting date and location, if relevant:

2. Nominee:

I have read the information listed and referenced in Appendix 1 in regards to my nomination and, if selected, agree to undertake the tasks and responsibilities involved and to commit the time required. I have also discussed with my employer the time commitment and financial resources² required (as appropriate) to carry out my duties if my nomination is approved for the body indicated under section 1 above.

I also agree that, if I request financial assistance to attend the relevant IPPC meeting and I am eligible to receive it, I have read and will adhere to the conditions laid out in Commitment of Funded Participants section of the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* (web link provided in footnote 1).

Signature

Date

¹ 2015-09, in order to accommodate the situation where two different agencies contribute to the funding of an expert (one for salary and the other for travel), the IPPC Secretariat clarified that “financial resources” were intended for travel.

² As recommended by the second session of the Interim Commission on Phytosanitary Measures (1999), whenever possible, those participating in IPPC activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants. Requests for financial assistance will be assessed by the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* that is in place at the time this statement of commitment (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>). The statistical information in place at the time of signing this statement of comment will be applied for the duration of the term of membership in the relevant IPPC body.

3. Authorization (time):

I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate time will be allocated to allow the nominee to undertake the tasks and responsibilities involved and commit the time required. I have the authority from my organization to authorize this and understand the time commitment required to carry out these duties.

Name, Title (please print)

Address

Phone

Email

Signature

Date

4. Authorization (financial resources):

I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate financial resources to travel will be allocated to allow the nominee to undertake the tasks and responsibilities involved. I have the authority from my organization to authorize this and understand the financial resources required (as appropriate, see footnote 1) to carry out these duties.

Contact information same as per point 3 (if this is the case, still add signature and date below).

Name, Title (please print)

Address

Phone

Email

Signature

Date

Contact details for nominee:
Name: (LAST NAME in upper case, given names)
E-mail:
Phone:
Fax:
Mailing address:

APPENDIX 1

General membership duties relevant to all bodies:

- allocate time, as appropriate, for travel to the meeting, attendance in the meeting and follow-up activities, as necessary
- consult and liaise with relevant national and international experts, as appropriate
- read all meeting documents prior to the meeting and provide discussion papers and/or comments, if necessary
- maintain a functioning e-mail address and participate in e-mail discussions or conference calls occurring outside of the meeting dates and times, if necessary
- participate as an individual expert in a personal capacity
- participate in relevant meetings for the duration of the term and participate in virtual meetings (not to exceed one per month), some of which may take place outside local daytime hours, in order to accommodate the participation from multiple time zones
- if unable to attend the meeting, provide written notification to the IPPC Secretariat well in advance and before travel arrangements have been made
- use web based tools as appropriate (Adobe Connect, e-mail, Online Comment System, Skype, e-forums, e-decisions, etc.)
- other specific details may be found in the IPPC Procedural Manual (<https://www.ippc.int/core-activities/ippc-standard-setting-procedure-manual>).

Note: for authors of diagnostic protocols, there is generally no attendance to meetings.

Standards Committee (SC) member duties, in addition to the above general duties:

- attend two to three SC meetings annually at FAO headquarters
- participate in relevant regional workshops for reviewing draft ISPMs
- participate for the entirety of the three-year term, as appropriate
- other duties as assigned.

Further details are provided in the following documents, found in the IPPC Procedural Manual:

- Terms of reference and Rules of procedure for the SC
- Guidelines on the duties of SC members
- Guidelines on the role and responsibilities of a steward of an ISPM.

Stewards

Assistant Steward will assist the Steward and take over the duties of the Steward if needed. The Assistant Steward is not expected to attend the meetings.

If the member agrees to be a steward they:

For an expert drafting group:

- agree to represent the SC throughout the standard setting process of the draft ISPM, including reviewing comments and revising draft standards in track changes at various stages in the standard setting process as described in the IPPC procedural manual. In some cases, this will involve reviewing a large number of comments and providing responses to these comments in a very short, pre-determined time period.
- agree to prepare relevant SC documents and attend SC meetings (possibly virtually) where the draft standard will be discussed

For a technical panel:

- agree to provide advice and guidance to the panel members and IPPC Secretariat on various issues related to the relevant panel, take decisions on behalf of the panel, represent the panel at all SC meetings and attend all annual technical panel meetings

Technical panel member duties, in addition to the above general duties:

- attend at least one annual meeting and multiple virtual meetings (not to exceed one per month)
- participate in the technical panel for the full duration of the five year term
- other duties as assigned
- Technical panel on diagnostic protocols (TPDP) members agree to ensure that the development of individual diagnostic protocols (DPs) assigned to them is progressing, communicate and exchange with lead authors and editorial teams as necessary, and intervene, as appropriate, to ensure DPs are developed and reviewed as agreed in the TPDP work plan. Provide updates to the IPPC Secretariat on each DP as requested.
- Technical panel on phytosanitary treatments (TPPT) members agree to ensure work is progressing in the development of the phytosanitary treatments (PTs) assigned to them and intervene, as appropriate, to ensure PTs are developed and reviewed as agreed in the TPPT work plan. As TPPT lead for each PT, provide written updates to the IPPC Secretariat on each PT prior to each virtual meeting (monthly to quarterly).

Further details are provided in the IPPC Procedural Manual and on the IPP (www.ippc.int):

- Terms of reference and Rules of procedure for TPs
- Guidelines for the composition and organization of expert working groups
- Guidelines for the operation of expert working groups.

- Specifications

Expert working group member duties, in addition to the above general duties:

- attend at least one meeting and, if required, multiple virtual meetings (not to exceed one per month)
- other duties as assigned.

Further details are provided in the IPPC Procedural Manual:

- Guidelines for the composition and organization of expert working groups
- Guidelines for the operation of expert working groups.

Diagnostic protocols lead authors and editorial team members duties, in addition to the above general duties:

- Lead authors and members of an editorial team agree to fully participate in the development of each DP and to respond to comments and revise the DP as appropriate until adoption.
- Lead authors agree to conduct regular consultations with the editorial team members via phone, e-mail or virtual tools, to ensure liaison with the discipline lead, and to inform the discipline lead of any change impacting the development of their protocols.

Further details are provided in ISPM 27 (*Diagnostic protocols for regulated pests*) and the IPPC Procedural Manual:

- Instructions to authors of diagnostic protocols.